

## Request for Regional Expansion of Providers

### Administrative Agency for Adaptive Equipment and/or Assistive/Enabling Technology

Three of the four County Boards representing the Eastern Region Alliance seek proposals to expand adaptive equipment and/or assistive technology resources in the Greater St. Louis Region (St. Charles County, St. Louis County, and City of St. Louis) with the priority being expansion of assistive/enabling technology. Agencies will be experienced in the administration of adaptive equipment and/or assistive/enabling technology services and will increase the number served and support individuals with gaining independence through traditional and innovative technologies. Interested agencies must support the missions of each County Board and adhere to the Alliance's vision, funding framework, and requirements for service provision as outlined in the [Partner Funding Manual](#).

The County Boards define adaptive equipment as: services support individuals and families with accessing equipment, technology and/or home modifications that increases an individual's ability to safely and independently navigate home and community settings. Adaptive Equipment includes equipment, technology, environmental adaptations and/or maintenance and repairs that improve an individual's experience in their home, community, daily life and work.

Historically, adaptive equipment and/or assistive/enabling technology services are provided to 50+ eligible individuals in each county, annually.

#### **Background:**

The Eastern Region Alliance (The Alliance) is made up of the four Senate Bill 40 County Boards that represent the counties of the Greater St. Louis Region:

- Developmental Disability Advocates of Jefferson County
- \*Developmental Disabilities Resource Board of St. Charles County
- \*Productive Living Board of St. Louis County
- \*The St. Louis Office for Developmental Disability Resources of St. Louis city.

The County Boards are responsible for ensuring that the levied property tax is used to fund services for individuals with developmental disabilities. The Alliance was formed in 2018 to integrate technologies and increase efficiencies for both funder and funded partners across the region. Each County Board operates independently but shares the same vision, funding framework, policies/processes, and technology.

\*Boards seeking to expand this service.

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#### **Scope:**

Funding for this project runs through June 30, 2022.

Agencies will be responsible for operating within the Alliance's Service Guidelines for Adaptive Equipment and Assistive Technology as well as annual reporting on project outcomes, as outlined by the Alliance (see Attachment 1).

Individuals supported through this service are all ages and residents of either St. Charles County, St. Louis County, or the City of St. Louis, have a qualifying intellectual and/or developmental disability, and need adaptive equipment and/or assistive/enabling technology to gain independence and remain connected to their community (see Attachment 2).

#### **Instructions to Applicants:**

##### A. Submit:

A proposal may be submitted for all three counties, only one county, or any combination of the three. Proposals may be for adaptive equipment only, assistive/enabling technology only, or both. Proposals must be submitted in PDF form by September 3, 2021 to the county board for which funds are requested:

- St. Charles County: Kathy Robb, [krobb@ddrb.org](mailto:krobb@ddrb.org)
- St. Louis County: Kim Kopff, [kkopff@plboard.com](mailto:kkopff@plboard.com)
- St. Louis City: Nate Head, [agencyrelations@stlidd.org](mailto:agencyrelations@stlidd.org)

##### B. Questions:

Technical assistance is limited to answering questions regarding clarification of instructions, definitions, or terms. Submit questions in writing to [agencyrelations@stlidd.org](mailto:agencyrelations@stlidd.org); questions will be reviewed as an Alliance prior to responding. Additionally, all questions and answers will be posted here for review: <https://www.stlidd.org/newsroom/rfe>. All phone calls will be referred to the website.

##### C. Agency Eligibility Requirements:

In order to be eligible for funding and to demonstrate the Alliance's Guiding Principles, funded agencies and projects must be able to provide required documentation and demonstrate Alliance standards (see Attachment 3). In addition, the selected agency for this project must not be a vendor of adaptive equipment, environmental adaptations and/or equipment maintenance and repair.

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#### D. Proposal Content Requirements:

All proposals must be submitted in the following format and include all the required information. All proposals received are considered to be in final form. Supplemental information will not be considered after the deadline for submission of proposals unless requested by the Alliance.

1. County Information: Indicate the county/counties (DDRB, PLB, and/or DDR) for which the proposal is directed.
2. Applicant Information: Provide the agency's name, address, phone number, fax number and email address of the applicant, as well as the name and title of the contact person and the name and title of the person authorized by the agency's Board of Directors to execute the contract.
3. Impact: Description of how the individual and/or their support system will be impacted as a result of receiving this service.
4. Need for Service: Description of need for the service.
5. Program Design: Description of how the service will be provided.
6. Target Population and projected number served: Description of individuals to be served including relevant criteria such as age, diagnosis, eligibility criteria and other relevant characteristics.
7. Project Budget: Proposed revenues and expenses for the service. The budget for this project must include:
  - i. A budget for administration of the contract and for assessments of adaptive equipment, assistive/enabling technology, vehicle lifts, and home modifications.
  - ii. A budget for the purchase, installation, and ongoing maintenance of adaptive equipment, assistive/enabling technology, vehicle lifts, and home modifications.
8. References: Provide three references, complete with contact names, phone numbers and addresses, for which the agency has performed services.

#### Review of Proposals

- A. The Alliance will review all proposals; the Alliance may request to meet to discuss an agency's proposal further.
- B. Recommendations will be submitted to each Alliance county board for review.
- C. A final decision is expected to be made no later than December 30, 2021.

#### Contractual Agreement

- A. Each County Board may issue a contract with the agency(ies).
- B. Reimbursement for services will be made on a monthly basis pending receipt of the Invoice of Expenditures and required support documentation.

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#### Attachment 1

<b>Adaptive Equipment &amp; Assistive Technology Service Guidelines</b>	
Service Definition	<p>Adaptive Equipment services support individuals and families with accessing equipment, technology and/or home modifications that increases an individual’s ability to safely and independently navigate home and community settings. Adaptive Equipment includes equipment, technology, environmental adaptations and/or maintenance and repairs that improve an individual’s experience in their home, community, daily life and work.</p>
Billable Activities	<p><b>Billable:</b>                      Assistive Technology is any item, piece of equipment, software program, or product system that is used to increase, maintain, or improve the functional capabilities. Assistive Technology may include systems or services such as communication devices, remote support provision and/or monitoring devices, electronic motion sensor devices, cameras for video support, personal emergency response systems or programmable devices, etc. Use of electronic surveillance/monitoring systems using video, web-cameras, or other technology will only be available on an individual, case-by-case basis when an individual requests the service and the support team agrees it is appropriate and meets the health and safety needs of the individual.                      Adaptive equipment may include installation of removable items such as ramps, grab bars, lifts, bathing and/or positioning aids, customized seating and mobility devices. Environmental adaptations may include the widening of doorways, modification of bathroom facilities, or installation of specialized electric and plumbing systems which are necessary to accommodate the adaptive equipment or make the space more accessible. When evaluating requests for environmental adaptations priority must be given to individuals to access essential living spaces.                      Limited adaptive equipment and sensory items are available through the Lending Library. Items are available on loan to determine if they will be appropriate for a particular individual before purchasing. Individuals may request the desired adaptive equipment after trying an item out following the adaptive equipment procedure.</p> <p><b>Non-billable:</b>                      Adaptive equipment and/or home modifications excludes adaptations or improvements to the home (i.e., increase square footage of the home, new carpeting, roof repair, household appliances, central air conditioning, etc.), equipment used to provide therapies, behavioral support, recreation, disposable items typically needed for daily living or over the counter items.                      Funding for maintenance and repairs of equipment excludes over the counter generic items such as batteries or eating utensils.</p>

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<b>Adaptive Equipment &amp; Assistive Technology Service Guidelines</b>	
Caps and/or Limits	<p>Annual Individual Cap for:</p> <ul style="list-style-type: none"> <li>• Vehicle Lifts and Adaptive Equipment Expenditures: \$8,500</li> <li>• (includes modifications and repairs)</li> <li>• Home Modifications: \$10,000</li> </ul> <p>(Cap includes equipment, installation, maintenance, repairs, etc.) This service is limited to construction grade materials. Materials other than this grade are the responsibility of the individual/family.</p>
Output Reporting Requirements	<p>Adaptive Equipment projects must report the following:</p> <ul style="list-style-type: none"> <li>• Number of assessments completed</li> <li>• Number of maintenance and repairs completed</li> <li>• Number of home modifications completed</li> <li>• Number of durable medical equipment items provided</li> <li>• Number of assistive technology items provided</li> <li>• Number of sensory items provided</li> <li>• Number of vehicle modifications</li> </ul>
Requirements Related to: - Documentation - Qualifications	<p><b>Documentation:</b> The agency must obtain an assessment completed by an appropriate professional. Agency will secure two bids. Vendor invoices will be submitted with billing. Agency will submit bids and assessment to the appropriate County Board if the recommended bid is the higher bid. Only removable adaptive equipment may be installed in rental homes or apartments, with written permission of the landlord/owner. Agency will maintain a record of all equipment purchased or loaned and environmental adaptations funded per individual and fiscal year. In addition, the agency will document and track removal and storage of equipment.</p> <p><b>Qualifications:</b> The Agency will have the appropriate licensed therapist on staff or on contract (i.e., Physical Therapist, Occupational Therapist, Speech Therapist, Assistive Technology Professional).</p>

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<b>Adaptive Equipment &amp; Assistive Technology Service Guidelines</b>	
Special Considerations	<p>The agency will not be a provider of adaptive equipment, environmental adaptations and/or equipment maintenance and repair. All equipment remains the property of the agency. The agency is responsible for maintaining inventory of all equipment issued, returned and reissued. In addition, the agency will be responsible for working with the respective County Board if equipment needs to be transferred between counties.</p> <p>The agency will provide the individual/family with a written agreement stating that the agency maintains ownership of the equipment. The agreement will include instructions for the individual/family to notify the agency in the event the equipment needs repair or is no longer needed.</p> <p>Vendors must be an authorized vendor of the Department of Mental Health (DMH). The agency will ensure that Vendors are paid in a timely manner, not to exceed 90 days of receipt of invoice.</p>
Outcomes and Indicators	<p>The agency will select the outcomes and indicators that best capture the impact its services intend to make.</p> <p><b>Outcome:</b> Individuals and their caregivers experience improved emotional well-being.  <b>Indicator:</b></p> <ul style="list-style-type: none"> <li>• Individuals report experiencing fewer emotional and/or behavioral symptoms.</li> <li>• Individuals report improved ability to cope with stress.</li> <li>• Individuals report improved satisfaction with relationships.</li> <li>• Individuals are free from substantiated reports of abuse or neglect.</li> </ul> <p><b>Outcome:</b> Individuals experience improved physical well-being.  <b>Indicator:</b></p> <ul style="list-style-type: none"> <li>• Individuals demonstrate improved strength, stability, or motor skills.</li> <li>• Individuals experience improved self-regulation and/or sensory processing.</li> <li>• Individuals are free from substantiated reports of abuse or neglect.</li> </ul> <p><b>Outcome:</b> Individuals increase independence.  <b>Indicator:</b></p> <ul style="list-style-type: none"> <li>• Individuals navigate home and community settings more safely and independently.</li> <li>• Individuals complete daily tasks more independently.</li> <li>• Individuals increase their skills to communicate their wants and needs.</li> </ul>

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#### Attachment 2

#### Qualifying Disabilities

The following summarizes the eligibility requirements for the four County Boards.

- 205.968 - 205.972 RSMo (DD Resources and PLB)
  - 1) A disability which is attributable to an intellectual disability, cerebral palsy, autism, epilepsy, a learning disability related to a brain dysfunction or a similar condition found by comprehensive evaluation to be closely related to such conditions, or to require habilitation similar to that required for intellectually disabled persons: (1) which originated before age eighteen, and (2) which can be expected to continue indefinitely.
  - 2) “Person with a disability” shall mean a person who is intellectually disabled who is lower range educable or upper range trainable intellectually disabled or a person who has a developmental disability.
  - 3) Persons having substantial functional limitations due to a mental illness as defined in section 630.005, RSMo shall not be eligible for services under the provisions of section 205.968 to 205.972 except that those persons may participate in services under the provisions of sections 205.968 to 205.972.

OR

- 630.005 RSMo (DD Advocates, DD Resources, DDRB, and PLB)

A disability which is:

  - 1) Attributable to:
    - a. Intellectual disability, cerebral palsy, epilepsy, head injury or autism, or a learning disability related to a brain dysfunction; or
    - b. Any other mental or physical impairment or combination of mental or physical impairments, and is
  - 2) Manifested before the person attains age twenty-two; and
  - 3) Likely to continue indefinitely; and
  - 4) Results in substantial functional limitations in two or more of the following major areas of life activities:
    - a. Self-care - Daily activities which enable a person to meet basic needs for food, hygiene, and appearance; demonstrated ongoing ability to appropriately perform basic activities of daily living with little or no assistance or supervision.
    - b. Receptive and expressive language development – Communication involving verbal and nonverbal behavior enabling a person to understand and express ideas and information to the general public with or without assistive devices; demonstrated ability to understand ordinary spoken

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and written communications and to speak and write well enough to communicate thoughts accurately and appropriately on an ongoing basis.

- c. Learning – General cognitive competence and ability to acquire new behaviors, perceptions, and information and to apply experiences in new situations; demonstrated ongoing ability to acquire information, process experiences, and appropriately perform ordinary, cognitive, age-appropriate tasks on an ongoing basis.
  - d. Self-direction – Management and control over one’s social and personal life; ability to make decisions and perform activities affecting and protecting personal interests; demonstrated ongoing ability to take charge of life activities as age-appropriate through an appropriate level of self-responsibility and assertiveness.
  - e. Capacity for independent living or economic self-sufficiency – Age-Appropriate ability to live without extraordinary assistance from other persons or devices, especially to maintain normal societal roles; ability to maintain adequate employment and financial support; ability to earn a living wage, net (determined by the interdisciplinary assessment team for each individual), after payment of extraordinary expenses caused by the disability; demonstrated ability to function on an ongoing basis as an adult independent of extraordinary emotional, physical, medical, or financial support systems.
  - f. Mobility – Motor development and ability to use fine and gross motor skills; demonstrated ongoing ability to move about while performing purposeful activities with or without assistive devices and with little or no assistance or supervision; and
- 5) Reflects the person’s need for a combination and sequence of special, interdisciplinary, or generic care, habilitation or other services which may be of lifelong or extended duration and are individually planned and coordinated.

OR

- 178.900 RSMo (DD Advocates, DD Resources, DDRB, and PLB)
  - A lower range educable or upper range trainable developmentally disabled or other disabled person sixteen years of age or over who has had school training and has a productive work capacity in a sheltered environment adapted to the abilities of persons with a developmental disability but whose limited capabilities make him or her non-employable in competitive business and industry, and unsuited for vocational rehabilitation training.

OR

- First Steps Enrollment (DD Resources, DDRB, and PLB)
  - Children ages 0 to 3rd birthday who are enrolled in Missouri First Steps.



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#### Proof of Disability

The Alliance accepts the following as proof of disability:

- 1) DMH/DD I.D. Number - Individuals determined eligible for Department of Mental Health (DMH) services and have a DMH/DD I.D. number can access services; after the age of 5, if the individual is determined eligible by DMH they remain eligible for services;
- 2) DESE Certification - Sheltered Workshops may use the DESE Certification, with reference to a developmental disability diagnosis;
- 3) First Steps Individualized Support Plan (IFSP) - Children ages 0 to 3rd birthday enrolled in MO First Steps Agencies must submit the child's MO First Steps IFSP, page 1 only. After the 3rd birthday, re-evaluation documentation is required. (DD Resources, DDRB, and PLB only)

Agencies may choose to provide services to individuals who have not yet been determined eligible. Agencies that choose to provide services are encouraged to track units of services provided and may back-bill for those units if the individual is deemed eligible within the current fiscal year only. County Boards may approve funding on a case-by-case basis.

#### DD Resources and PLB

Agencies serving individuals who are not deemed eligible by the Department of Mental Health may provide a signed statement from a physician, nurse practitioner, psychologist or LCSW as proof of a developmental disability. Proof of disability is only required once, upon enrollment. For Supported Employment Services only, agencies may use the VR Disability Verification document, which states one of the following diagnoses: Autism, Cerebral Palsy, Epilepsy, Intellectual Disability.

For children under the age of 17, agencies may use a current Individual Education Plan (IEP) which states one of the following diagnoses: Autism, Cerebral Palsy, Epilepsy, Intellectual Disability. Re-evaluation documentation is required when the triennial evaluation expires.

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#### Attachment 3

If the proposal is accepted, agencies will be required to submit the following information:

- Certificate of Good Standing
- IRS Determination Letter
- IRS Form 990 (most recent)
- Certificate of Insurance\*
- Board Resolution

\* Insurance coverage requirements:

<b>Indemnity</b>	<b>Minimum coverages</b>
Commercial General Liability	\$1M per occurrence, \$2M per aggregate
Auto Liability (Bodily Injury, Property)	\$1M per occurrence
Employer Liability (Workers' Compensation)	\$500k per incident
Building and Personal Property	Replacement cost
Directors and Officers Liability	\$1M
Fidelity Bond or Crime	Minimum fidelity or crime insurance coverage limits should be equal to the PLB Funding Contract.
<b>Agency may request a waiver of certain coverages that may not be applicable.</b>	